



DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
107 ARMY PENTAGON
WASHINGTON DC 20310-0107

Office, Chief Information Officer / G-6

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of the Army (DA) Information Technology (IT) Acquisition and Procurement Policy

1. References. See enclosure.
2. During Fiscal Year 2006, the Army avoided over \$56M in IT licensing costs by leveraging enterprise contract vehicles. These vehicles are just a small portion of the potential savings the Army can realize by using enterprise agreements and ensuring the appropriate Chief Information Officer (CIO) reviews occur. These reviews are necessary to make the Army's LandWarNet more secure, supports interoperability, and enables the Warfighter.
3. This memorandum consolidates existing CIO reviews, policies, and assessments which determine what IT procurements are authorized for non-Warfighting systems and appropriate for the enterprise. Systems Acquisition to include acquisition of Automated Information Systems that satisfy validated and approved Warfighting capability requirements are regulated by DODD 5000.1, DoDI 5000.2 and AR 70-1.
4. CIO Reviews, Assessments, and Waivers:
 - a. CIO Compliance Assessment: Program Executive Officers (PEO)/Program Managers (PM) and system owners of Acquisition Category (ACAT) I-III, including National Security Systems (NSS) and major automated information systems (MAIS) require a CIO/G-6 compliance assessments as governed by Title 40/CCA. Guidelines on the applicability, submission, and use of the web-based CIO assessment tools are discussed in AR 70-1, paragraph 1-5u, DA Memorandum, subject: Army CIO Compliance Assessment, and located at the acquisition business enterprise (ABE) Hub at <https://im.altess.army.mil>. Access to the hub is controlled and requires sponsorship prior to access. The CIO/G-6 is also responsible for oversight and assessment of Non-PEO/PM managed C4/IT investments as established in AR 25-1, paragraph 3-7. Assessment of Non-ACAT investments is achieved through the use of annual Spend Plans to ensure financial compliance with Comptroller guidelines for use of Army procurement funds and technical compliance of systems with Army Enterprise architectures.

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b. Army Knowledge Management (AKM) Goal 1 Waiver: A Goal 1 waiver is required for all IT expenditures using non-IT programmed funds that exceed \$25K Operations and Maintenance, Army or \$100K Research, Development, Testing and Evaluation. This process is outlined in DA Pam 25-1-1, paragraph 2-6, and DA Memorandum, subject: FY05 AKM Goal 1 Resource Execution.

c. Army Small Computer Program Office (ASCP): ASCP is the primary source for purchasing Commercial Off-the-Shelf (COTS) software, desktops, and notebook computers regardless of cost, and for all IT purchases greater than \$25K (DA Pam 25-1-1 paragraph 9-1b). It is also the Army's exclusive source for software through Enterprise License Agreements and responsible for authorizing new Enterprise Software Agreements (AR 25-1, paragraph 6-2e). An ASCP waiver is required prior to purchasing outside of these agreements. The link for additional information is <http://ascp.monmouth.army.mil>.

d. Information Assurance: All Army information systems will be certified and accredited (C&A) in accordance with the interim DOD Information Assurance Certification and Accreditation Program (DIACAP) guidance. This includes complying with AR 25-2, Chapter 5 and Information Assurance controls associated with the specific Mission Assurance Category level and Confidentiality level as discussed in DODI 8500.2. All C&A information systems must obtain a Certificate of Networkiness (CON) as approval to connect through the Networkiness process prior to becoming operational or distributed within the Army. Additional information on interim DIACAP guidance and CON is located at <https://informationassurance.us.army.mil/> and requires an AKO logon.

e. Spectrum Supportability: DODD 4650.1, paragraph 4.5 mandates submitting a written spectrum supportability determination to the CIO. A spectrum supportability assessment outline is available at <https://www.us.army.mil/suite/doc/7045449> with an AKO logon. AR 5-12, paragraph 1-8c requires that funds for the acquisition, research, development, production, purchase, lease, or use of spectrum dependent systems will not be released by the obligating authority until a DD Form 1494 (Application for Equipment Frequency Allocation) has been approved.

f. Use of Non-DOD Contract Vehicles: A written certification is required for all direct and assisted acquisitions using non-DOD contract vehicles. This includes but is not limited to General Services Administration and the Department of Interior contracting vehicles. Army policy for non-DOD contracts is available at: <https://webportal.saalt.army.mil/saal-zp/armypolicyuseofnon-dodcontracts.pdf>. The certification for non-DOD contracts does not negate the requirement for an ASCP Waiver, AKM Goal 1 Waiver, or the Business Systems Certification.

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g. Army Business Enterprise Architecture (BEA) Compliance: Compliance with the BEA ensures the Army's transformation to net-centric warfare, enterprise application integration, and business process modernization align with the seven DOD BEA domains (AR 25-1, paragraph 4-2c). This assessment is conducted of business systems (to include business system modernizations) in excess of \$1M, and additional information is available in the DOD IT Business Systems Investment Review Process – BEA Compliance Guidance.

h. Investment Certification and Annual Review: DoD level investment review boards ensure that all business systems in OSD and component organizations apply innovations and best practices, provide better information for strategic decisions, and reduce the cost of business operations by driving the decision-making process with timely, reliable and accurate financial information. To this end, certification is required for any development / modernization investment costing in excess of \$1 million in total DoD funds. Obligation without this certification is a violation of the Anti-Deficiency Act. The million dollar threshold applies to the total lifecycle of the dev/mod investment, which may span multiple years. Additional information is available in the Investment Certification and Annual Review Process User Guidance at http://www.defenselink.mil/dbt/products/investment/IRB_Guidance_22-AUG-2006.pdf.

i. Army Portfolio Management Solution (APMS) Registration: System Owners/PM/PEOs must ensure that all IT investments meeting the criteria established in AKM Guidance Memorandum – Capabilities Based IT Portfolio Governance Implementing Guidance are accurately entered into APMS. Access to the implementing guidance requires an AKO logon.

j. Bandwidth Analysis: Conducting a bandwidth analysis ensures sufficient transmission capabilities are available to support the requirement without degrading existing services. These requirements must be validated by the servicing Directorate of Information Management prior to submitting service requests to the Network Enterprise Technology Command (AR 25-1, paragraph 6-5a-1). This review is also a component of the Networthiness certification checklist which is located at <https://informationassurance.us.army.mil/>.

k. Collaboration Capabilities: No Army activity will acquire collaboration tools or services without following the guidelines in DA Memorandum, subject: Employment of Collaboration Capabilities Procedures.

l. Approved Products List: All Army activities should first consult the approved products list prior to developing or acquiring Information Assurance/Communications Security, Collaboration, and NETOPS products. These products have been tested and certified for use on Army networks. A listing of the approved products list is located at <https://informationassurance.us.army.mil/>. An AKO logon is required.

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m. Intra-Army Interoperability Certification (IAIC): PMs will certify the Intra-Army Interoperability through the Central Technical Support Facility (AR 70-1 paragraph 7-3a). This certification applies to all Army operational-through-tactical-level Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance systems prior to release to the field, regardless of the acquisition category. System applicability and additional guidance is available in DA Pamphlet 73-1.

5. My point of contact for this memorandum is Ms. Sonya Phillips, CIO/G-6 Policy Division, Commercial: (703) 602-2045, DSN 332-2045, Email: Sonya.Phillips@us.army.mil.

Encl



VERNON M. BETTENCOURT, JR
Acting Chief Information Officer/G-6

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Tab A
References

- A. Department of Defense Directive (DODD) 4650.1 – 8 June 2004, Policy for Management and Use of the Electromagnetic Spectrum
- B. DODD 5000.1, 12 May 2003, The Defense Acquisition System
- C. DOD Instruction (I) 5000.2, 12 May 2003, Operation of the Defense Acquisition System
- D. Department of Defense Instruction (DODI) 8500.2, 6 February 2003, Information Assurance (IA) Implementation
- E. DOD IT Business Systems Investment Review Process – Business Enterprise Architecture Compliance Guidance, 10 April 2006
- F. Army Regulation (AR) 5-12, 1 October 1997, Army Management of the Electromagnetic Spectrum
- G. AR 25-1, 15 July 2005, Army Knowledge Management (AKM) and Information Technology (IT)
- H. AR 25-2, 14 November 2003, Information Assurance
- I. AR 70-1 31 December 2003, Army Acquisition Policy
- J. Department of Army (DA) Pamphlet 25-1-1, IT Support and Services
- K. DA Pamphlet 73-1, 30 May 2003, Test and Evaluation in Support of Systems Acquisition
- L. DA Memorandum (Memo), 03 February 2005, FY05 AKM Goal 1 Resource Execution Guidance
- M. DA Memo, 12 July 2005, Proper Use of Non-Department of Defense Contracts
- N. DA IT Purchasing Guidance, Summer 2006, How To Procure Commercial Information Technology Hardware, Software and Services.
- O. DA Memo, 23 Jan 2006, Army IT Portfolio Management (IT PfM) Baseline Data Call
- P. DA Memo, 15 Feb 2007, Army CIO Compliance Assessment

Q. DA Memo, 26 Jul 2005, Employment of Collaboration Capabilities
Procedures